



TENNESSEE DEPARTMENT OF

EDUCATION
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Word Processing

Primary Career Cluster:	Business, Management & Administration
Consultant:	Joy Smith, (615) 532-6248, Joy.Smith@tn.gov
Course Code(s):	5912
Recommended Prerequisite(s):	Keyboarding 4-8, Document Formatting (5909)
Credit:	½ credit (Standards 1-7), 1 credit (Standards 1-14)
Grade Level:	9-10
Aligned Student Organization(s):	DECA: www.decatn.org FBLA: www.fblatn.org Sarah Williams, (615) 532-2829, Sarah.G.Williams@tn.gov
Teacher Resources:	http://www.tn.gov/education/cte/BusinessManagementAdministration.shtml

Course Description

The Word Processing course builds on the keyboarding skills learned in the elementary school Keyboarding course and the middle school Document Formatting course. The student will use a hands-on approach to develop proficiency in document creation and design. Formatting, typography, and layout and design concepts are applied in document preparation of business letters, forms, invoices, manuscripts, and tabulated and columnar information. Emphasis is on production of business applications and speed and accuracy. Proofreading and editing skills are applied. Students will use database software to create a simple database. Sorting, querying, reporting, and integrating or merging data into a word processing document will be applied to the database. Simulations will be utilized to represent integrated workplace situations. *(This course requires a computerized workstation for each student with operating system, word processing, database, spreadsheet, presentation, and networking resident software.)*

Course Standards

Standard 1.0

The student will develop and apply concepts related to human relations, safety, career development, communications, and leadership skills for a global workplace.

The student will:

- 1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.

- 1.2 Demonstrate the interpersonal, teamwork, and leadership skills needed to function in diverse business settings, including the global marketplace.
- 1.3 Communicate effectively as writers, listeners, and speakers in diverse social and business settings.
- 1.4 Apply the critical-thinking and soft skills needed to function in students' multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own futures.
- 1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology-based society.
- 1.6 Investigate the life-long learning skills that foster flexible career paths and confidence in adapting to a workplace that demands constant retooling.
- 1.7 Assess personal skills, abilities, aptitudes, and personal strengths and weaknesses as they relate to career exploration and apply knowledge gained from individual assessment to research and develop an individual career plan.
- 1.8 Examine the goals and principles of Future Business Leaders of America.
- 1.9 Investigate online and office safety procedures and pass a written safety examination with 100% accuracy.
- 1.10 Demonstrate parliamentary procedure through office staff/chapter organizational meetings.
- 1.11 Apply appropriate typography concepts to industry documents.

Sample Performance Task

- Design and produce a team project on legal and ethical issues that includes issues and penalties for plagiarism, copied text that does not require permission, and copied data that requires permission and the process used in obtaining permission. Obtain formal permission for use of quotations, art form, design, music, and photographs. Develop and present a total team project utilizing various technology components and appropriate typography concepts.

Standard 2.0

The student will utilize skill building drills to increase speed and accuracy.

The student will:

- 2.1 Demonstrate correct body and hand position for keyboarding.
- 2.2 Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.
- 2.3 Exhibit proper response patterns for gaining speed.
- 2.4 Demonstrate proficiency and speed in keying straight copy material.
- 2.5 Produce mailable copy.
- 2.6 Apply typography, layout, and design rules.
- 2.5 Produce evidence of skill in sentence and paragraph writing.

Sample Performance Task

- Use a technique check sheet and evaluate techniques using the keyboard and keypad.



Standard 3.0

The student will create business documents, applying the appropriate formatting knowledge and skills.

The student will:

- 3.1 Demonstrate proper keying formatting technique for business documents.
- 3.2 Key business documents in a variety of styles and formats.

Sample Performance Task

- Key and format personal business letters, business letters, e-mails, and memorandums.

Standard 4.0

The student will research and apply typography, layout, design, and composition concepts and guidelines for preparation of a multimedia project.

The student will:

- 4.1 Analyze composition processes.
- 4.2 Analyze principles of typography.
- 4.3 Set formatting styles and apply typographical commands to text.
- 4.4 Evaluate the effectiveness of typography in publications.
- 4.5 Contrast and compare the typography from at least three print sources:
 - a. composition technique
 - b. different typestyles
 - c. different types of justification
- 4.6 Analyze layout principles.
- 4.7 Analyze principles of design, including the following:
 - a. special effects techniques
 - b. text alignment, elements positioning
 - c. master page construction
 - d. spot color and process color to text and graphics
- 4.8 Illustrate gradations in shapes and blend colors.

Sample Performance Task

- Have students illustrate at least three font technologies, using different backgrounds. Compare and contrast the typography of each.

Standard 5.0

The student will perform beginning and advanced document formatting skills in creating reports and tables.



The student will:

- 5.1 Demonstrate proper technique for inputting reports and tables.
- 5.2 Key multi-column tables.
- 5.3 Key and format a multi-page report with headers and footers.
- 5.4 Demonstrate correct techniques in using the tracking mode for edits and revisions.

Sample Performance Task

- Choose a topic to research and prepare a two-to-three page report. The report must have two-to-three references with a title page, a bibliography, and footnotes or endnotes. Input, edit, revise, and print hard copy of the report.

Standard 6.0

The student will apply language rules, proofreaders' marks, and reference tools.

The student will:

- 6.1 Apply rules for spelling, grammar, punctuation, capitalization, word usage, number expression, and abbreviations.
- 6.2 Use reference materials.
- 6.3 Apply language arts skills to all keyed documents.
- 6.4 Apply proofreaders' marks to rough-draft material.

Sample Performance Task

- Print a one-page report, edit, and use proofreaders' marks to indicate all errors in content, format, spelling, punctuation, and grammar. Correct errors and print.

Standard 7.0

The student will research and apply knowledge of ethical and legal issues within the industry.

The student will:

- 7.1 Demonstrate work ethics that include integrity, honesty, loyalty, and perseverance that meet industry standards.
- 7.2 Comprehend copyright laws and their applications to text, visual art, design, music, and photography.
- 7.3 Research legal responsibilities associated with the use of the Internet as required by federal and state government agencies.

Sample Performance Task

- Design and produce a business report on legal and ethical issues that includes issues and penalties for plagiarism, copied data with permission, and the process used in obtaining permission. Obtain formal permission for use of a quotations, etc. as required by copyright laws.



Standard 8.0

The student will design documents incorporating specialized features including integration of software applications.

The student will:

- 8.1 Create a document using clip art, word art, and drawing and color tools.
- 8.2 Create a document and a data source.
- 8.3 Insert merge fields into the main document.
- 8.4 Create multi-page-tabulated reports, financial statements, and business forms.
- 8.5 Edit an existing data source and create mailing labels.
- 8.6 Create business documents with merge variables.
- 8.7 Create auto-text inserts and macros.

Sample Performance Task

- Complete a business document in a word processing project and insert a graph created from a spreadsheet program.

Standard 9.0

The student will create multiple column layouts.

The student will:

- 9.1 Utilize the table feature to create tables and insert tables into documents.
- 9.2 Create a document in multiple-column format.

Sample Performance Task

- Research a topic and create a multiple column table with a bibliography and print the product.

Standard 10.0

The student will create documents utilizing advanced word processing features.

The student will:

- 10.1 Compose, organize, key, and edit information applying typography and advanced layout and design guidelines.
- 10.2 Use the touch system keying technique and word processing software to create, modify, store, retrieve, and print business documents.

Sample Performance Task

- Key and format the minutes of your local chapter of Future Business Leaders of America.
- Save and edit the minutes.
- Retrieve the file and revise it according to instructions. Print a hard copy.



Standard 11.0

The student will create employment documents.

The student will:

- 11.1 Perform a job search utilizing the Internet and the Occupational Outlook Handbook.
- 11.2 Prepare a letter of application, resume, job application, and follow-up letter.
- 11.3 Research and analyze proper job interview skills.

Sample Performance Task

- Select a company to which you wish to apply for a job. Input, format, edit and print a letter of application, a resume, and a follow-up letter.

Standard 12.0

The student will develop database skills to organize and maintain information.

The student will:

- 12.1 Examine an existing database for data types, field description characteristics.
- 12.2 Design and create a database.
- 12.3 Formulate simple queries.
- 12.4 Create a database report.

Sample Performance Task

- Enter data into a table from preprinted material, such as a student organization membership list, make corrections needed to view the page as intended, and print the results.

Standard 13.0

The student will investigate the Web design features of the word processing software.

The student will:

- 13.1 Examine Web page elements.
- 13.2 Design a Web page using hyperlinks.
- 13.3 Compare and contrast the development of Web pages using word processing software versus Web development software.

Sample Performance Task

- As a team, create a simple Web page layout to be incorporated in the business department web page, using at least two hyperlinks.



Standard 14.0

The student will perform a culmination project by completing a simulation.

The student will:

- 14.1 Apply advanced document design skills in completing a simulation.
- 14.2 Proofread and edit documents for accuracy, content, grammar, spelling, and punctuation.
- 14.3 Use touch system keying techniques and word processing software to create, modify, store, retrieve, and print documents.

Sample Performance Task

- Key, format, edit, revise, and print a simulation project representing real-life business activities.

